

Case Record JETS Format

A majority of the case materials are created and will be found in JETS. The other case information that is not in JETS will be maintained in the 4-flap file folder.

Unless otherwise noted, documents will be filed in chronological order.

Unsigned and uncertified copies of documents will be removed from the case record once signed/filed copies are received.

The records should not contain multiple copies of the same document.

The case information shall be organized as follows:

Section 1 - Upper Left: This section will contain identifying information and court documents in the following order:

DOCUMENT	HARD COPY in FILE	CREATED/FILED in JETS
Master Form/Face Sheet	Yes	Yes
Offense Report	Yes	N/A
Intake Screening Report	Yes	Yes
Petitions	Yes	Yes
Probation Order(s)	Yes	Yes
Custody Order, Commitment Order, Motion to Modify, etc.	Certified Copy Yes	Yes

All documents concerning a single petition will be kept together in the order described above. Detailed Offense Reports may be removed after disposition. Multiple petitions/dispositions will be filed in chronological order with the most recent order at the bottom.

Section 2 - Lower Left: This section will contain the forms used for placement in contract programs and for determining financial eligibility (some examples are):

DOCUMENT	HARD COPY or SIGNATURE PAGE IN FILE	CREATED/FILED in JETS
EP-04 & EP06 (filed together)	Yes	Yes
156 A	Yes	N/A
FAST II	Yes	Yes
FAST I, FAST III	Yes	Yes
Medical Records	Yes	N/A
Birth Certificate	Yes	N/A
Social Security Card	Yes	N/A
Consent for Release of Information	Yes	Yes
Secure Care Contribution Form	Yes	Yes
Staffing Forms	Yes	Yes
AFCARS Juvenile Source Document	Yes	Yes

Section 3 - Upper Right: This section will contain evaluative information, the Service Plan, the Supervision Fee Agreement Form, and the Case Narratives (for example):

DOCUMENT	HARD COPY with SIGNATURE IN FILE	CREATED/FILED in JETS
Supervision Fee Agreement	Yes	Yes
Administrative/Case Review Report	Signature Page Only	Yes
Individual Service Plan	Signature Page Only	Yes
IAA/DDA Agreement forms	Yes	Yes
SAVRY Initial, Reassessment, Quarterly Review	No	Yes
PDI/Social History/Supplemental Social	Signature Page Only	Yes
Psychological/Psychiatric Evaluation	Yes	N/A
Case Narratives	No	Yes

JETS allows the caseworker to choose options from the drop-down menus or to enter/hide headings as needed. Case narratives must contain the date of the activity or contact, who was contacted, where the contact was made, and a summary of what transpired during the contact or activity. Narrative entries will be documented within seven working days of the activity or contact.

Only current information should be kept in this section. All other information can be filed in Section 4 of the case record.

Section 4 - Lower Right: This section will contain correspondence, progress reports, and miscellaneous information (for example):

DOCUMENT	HARD COPY or SIGNATURE PAGE in FILE	CREATED/FILED in JETS
Correspondence	Yes	Yes
Progress Reports	Yes	Yes
School Records	Yes	N/A
Unusual Occurrence Reports	Yes	Yes
Electronic Monitoring Forms	Yes	Yes
ICJ Forms/Reports	Yes	Yes
Grievance Procedure	Yes	Yes

All other documentation not appropriate for any other section of the case record.